

Policy: AD-03-03

Policy Title: Personal Use of Town Equipment

Policy Purpose: Eliminate the use of Town equipment for personal use

Implementation Date: 11/18/2003

Revision Date: N/A

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
PERSONAL USE OF TOWN EQUIPMENT**

This policy is being written because it was recently brought to my attention that the use of town equipment for personal use is common practice. For example, it is my understanding, this would include the personal use of things such as: leaf blowers, weed eaters, saws, and other small equipment.

This practice will no longer be able to be supported within the department. I do not feel comfortable allowing this practice to continue, because of the problems that I foresee it creating in the future. I am confident that there are taxpayers and ratepayers that we serve that would not appreciate or condone this type of practice. By eliminating this practice, it alleviates the concerns that I have. Specifically, I don't want to have to explain to the Westfield Town Council or the general public why this practice is conducted or supported.

I would like to also clarify, that the elimination of this practice will have no impact on the **authorized** use of equipment that exists within the department. Specifically, I am referring to the take-home use of town vehicles. This practice is in place and remains in order for the department to respond immediately to emergencies and other needs of the department.



Bruce A. Hauk, Director  
Westfield Public Works